

Emergency Management Packet

EMPLOYEE INFORMATION

October 1996
Update: July 2005



WASHINGTON STATE DEPARTMENT OF
Natural Resources

Introduction



EMERGENCY TELEPHONE NUMBERS

- **Emergency Operator** **9-911**
- **DNR Emergency Message Line** **(360) 664-2479**
- **DNR Emergency Operations Manager** **(360) 902-1316**

Emergencies and disasters can occur at any time without warning. Being prepared to handle the effects of potential emergencies or disasters is **YOUR** responsibility.

The Washington State Department of Natural Resources has developed the following emergency preparedness procedures for employees to minimize the effects of any potential emergency or disaster.

YOUR SAFETY IS OF PRIMARY IMPORTANCE!

The purpose of this preparedness packet is to acquaint you with emergency procedures. Once you are familiar with this information, you will be able to protect yourself and perhaps save someone's life.

The better prepared you are, the better you will be able to act in an emergency situation. No matter what the crisis, **STOP** and **THINK** before you **ACT**, then act swiftly and decisively.

BE PREPARED - READ NOW - READ OFTEN



Evacuation

All orders to evacuate the building will be given by the Safety Officers or alternates. If your facility has “voice” evacuation speaker capability, follow the instructions.

In an emergency evacuation, no personnel will be allowed to remain in the building. Supervisors will ensure that all persons in the area of their responsibility leave the building per evacuation routes posted throughout the building.

If the primary exit is blocked by fire or other hazard, utilize the nearest alternate exit.

If disabled access is restricted because of various reasons (construction, obstacles in halls, power outages, etc.), every effort should be made to accommodate and assist disabled visitors and employees. In multi-storied buildings, disabled persons should utilize a “safe area” on each floor located near the fire exits that does not interfere with exiting personnel. Fire or evacuation personnel will carry disabled persons not able to descend stairs.

In case of fire, do not use elevators. Stairwells are fireproof so the doors should be kept closed, not propped open.

Safety Officers will make sure the building is secure after evacuation.

When outside, staff should wait at designated assembly points. If not able to get to the designated assembly points, wait at least 300 feet from the building.

When evacuation is due to a bomb threat, each staff member is responsible for scanning his or her particular area for misplaced items or unusual changes and to report any changes to the Safety Officer or the Supervisor. The Safety Officer/Supervisor will alert the Fire/Police Officers.

Staff is not to return to the building until instructed by the Safety Officers.

MAKING AN EMERGENCY CALL

- Be clear as to what kind of assistance is needed: fire, police, medical.
- Stay on the phone and answer all questions.
- Give the specific location where help is needed (not only the street address, but also the floor and nearest exit).
- Stay calm, and speak clearly.
- Meet emergency response staff and direct them to the emergency. Follow the directions of the call taker. If you know basic first aid and CPR, you can help people by providing emergency assistance until professional help arrives.



Tardiness Due to Inclement Weather

Inclement weather leave is covered under WAC 356-18-115. Inclement weather leave only applies to tardiness reporting for work.

Tardiness reporting to work as a result of severe inclement weather is excused for up to one hour at the *beginning* of the work day.

Tardiness beyond one hour requires authorized leave. An employee may elect leave without pay. Otherwise, leave is to be charged according to its availability in the following order:

- Any earned compensatory or exchange time.
- Any accrued vacation leave.
- Accrued sick leave up to a maximum of three days in any calendar year.

If an employee is absent an entire day, the employee needs to request authorized leave for the entire day. Should an employee decide to leave work early in anticipation of an approaching storm, the employee needs to request appropriate leave.

OFFICE CLOSURE

The Commissioner of Public Lands has not delegated the responsibility for closing any DNR offices. If a power outage occurs, the Commissioner will make the final decision about employees leaving the building and working at home.

If power goes out in DNR facilities, an evaluation needs to be made to consider the following:

- Length of the power outage?
- Phones or other equipment working?

- Leave without pay.
- Feasibility of employees continuing to work under a power outage?
- Safety or health problems that could result from employees staying at work (e.g., lack of heat)?
- Safety or health problems that could result from employees leaving work (e.g., snow bound on the roads)?

If phone service is intact, supervisors must keep enough staff at the office to answer calls during normal business hours, unless there is a safety or health hazard.

WORKING AT AN ALTERNATIVE WORK SITE

In emergency situations, employees may be authorized to work at an alternative worksite by their Region or Division Manager. Examples may include:

- Work place closure due to fire or inclement weather.
- Temporary physical injury that limits mobility but does not prevent the employee from doing normal work functions from their home or alternative worksite.
- Other situations which justify working at an alternative worksite should be discussed with the Region/Division Manager. The Region/Division Manager will report the circumstances to their Human Resources Personnel Consultant.



Disruptive / Violent Person

WHEN PEOPLE GET HOSTILE

- 1** Remain calm. Try to think ahead. Watch for opportunities to escape.
- 2** Don't do anything to get yourself or others hurt. Don't confront the person unless it is necessary to protect yourself against bodily harm. Heroes get hurt.
- 3** If you must use force, use only as much as is necessary to control the situation. Otherwise, you could end up being charged for unreasonable use of force.
- 4** If the person says he or she has a weapon, don't take a chance, even if you don't see it.
- 5** Memorize the person's features, clothing and other identifying information. Write it down immediately after they've left. Be prepared to provide such information to the police.
- 6** If the person leaves your office, try to watch where he or she goes, which direction they take, and whether they are traveling by foot or car. If they are traveling by car, get the license plate number.
- 7** Call the police immediately. Give as much information as possible over the phone.
Don't panic!

HOW TO DIFFUSE ANGER

- 1** Individuals who have asked for help and haven't gotten it may feel helpless and inadequate. Often they will fight back to regain some control. Anger is their way of fighting back. When tempers flare, your best response is simply to listen. Let them ventilate. Anger that is listened to will often diffuse. Anger that is not diffused will build to hostility.

- 2** Ask the person what you can do to help. Never join the fight. Never allow their language to turn you off to their message. Usually beneath their indignation lies a legitimate complaint.
- 3** The best way to maintain your cool when a person loses theirs is to understand that their anger is not a personal attack. They are mad at a situation, not you. Don't contribute to their stress and yours by getting defensive and taking their anger personally. Be objective.
- 4** Record their frustrations. While this does not indicate that you agree with their complaints, it does assure them that you are taking their dissatisfaction seriously.

PREPARE YOURSELF IN ADVANCE

- 1** Arrange your desk and chair so that a visitor cannot block your exit. It is best to have at least two ways to get away in case one exit is blocked.
- 2** Be alert to what's going on in the offices around you. If some situation looks or sounds suspicious, leave your office and avail yourself to the co-worker involved. Ask them if they need help.
- 3** Be mentally prepared in case a hostile situation occurs. Meet with your co-workers and discuss what you can do to protect yourself in such situations.
- 4** Choose people in your area who will call the police if the situation becomes an emergency.



Hazardous Materials

Hazardous materials are substances or materials which, because of their chemical, physical or biological nature, pose a potential risk to life, health or property if they are released.

WHAT TO DO IN CASE OF A HAZARDOUS MATERIALS INCIDENT

- 1** If you witness a hazardous material accident, spill or leak, call the local emergency notification number of the fire department as soon as possible.
- 2** Stay away from the incident site in order to minimize your chances of contamination.
- 3** If you are caught outside during an incident, try to stay upstream, uphill and upwind. Hazardous materials can quickly be transported by water and wind.
- 4** Avoiding chemical exposure should be your primary goal. Leaving your sheltered area to rescue or assist victims can be a deadly decision.
- 5** If you are asked to evacuate, do so immediately, carefully following directions. Know where you are going and how to get there.
- 6** Avoid contact with any spilled liquid materials, or condensed solid chemical deposit. Keep your body fully covered and wear gloves, socks and shoes.
- 7** Avoid eating or drinking food or water which may be contaminated.
- 8** In certain circumstances, you will be requested to stay where you are, rather than evacuate. If so:
 - Follow all instructions given by emergency authorities.
 - To reduce the possibility of toxic vapors, seal all entry points as efficiently as possible. Close and lock the windows and doors; seal gaps under doorways and windows with wet towels.
 - Seal any gaps around windows, vents, doors,

window air condition units, and any exhaust fan grills with duct tape and plastic sheeting.

- Turn on the radio.
- Close as many internal doors as possible. If local authorities warn of an outdoor explosion, close all drapes, curtains and shades. Stay away from windows to prevent injury from breaking glass.
- Turn off all ventilation systems, including furnaces, air conditioners, vents, and fans.
- If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.
- Remain in protected interior areas of the building where toxic vapors are reduced and keep a radio with you.
- Don't air out or leave your shelter until told to do so.

WHAT TO DO AFTER A HAZARDOUS MATERIALS INCIDENT

- 1** When local authorities say it is safe, open windows and vents, and turn on fans to provide ventilation.
- 2** If you have come in contact with or been exposed to hazardous chemicals, you should:
 - Follow decontamination instructions from your local authorities.
 - If you have symptoms of exposure, call 9-1-1 immediately. Follow their instructions.
 - Unless local authorities say the chemical is water reactive and advise you to do otherwise, remove your clothing and shower with soap thoroughly. Place exposed clothing and shoes in tightly sealed containers and call local authorities to find out about proper disposal.
- 3** Report any lingering vapors or other hazards to your local emergency services office.

HAZARDOUS MATERIALS

Collision, Theft, Vandalism

COLLISION

■ In the event that you need to report a collision:

■ In the NRB parking lot, contact Dept. of General Administration Capitol Facilities Dispatch Office at 725-0000 and report the incident. At other facilities contact your safety representative.

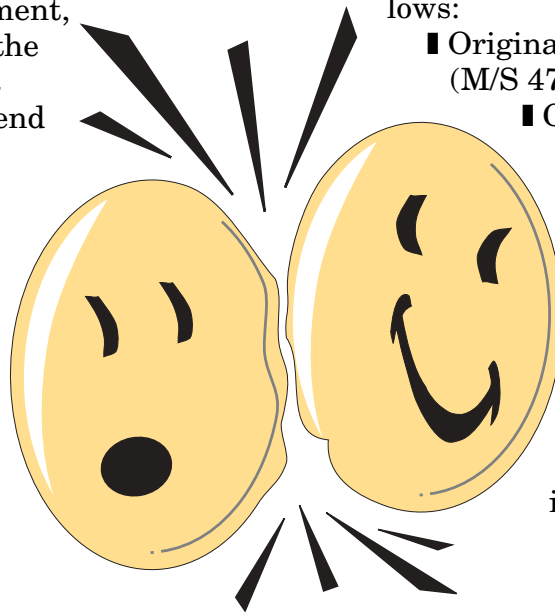
■ In the NRB parking lot, if the incident involves repairing posts, paint striping, building doors or lights, or if the incident could have been prevented by signs, lights, painting, etc., call the DNR facilities Manager at 902-1200. At other facilities contact your safety representative.

■ If a DNR vehicle has been damaged, call DNR Transportation Services at (360) 902-2135 or your region representative.

■ On the day of the incident, complete an Initial Incident Report form (IIR). The IIR form can be obtained from your safety representative. Get an incident number from your region or division safety representative.

■ Give the completed IIR form to your immediate supervisor for review.

■ After review and comment, the supervisor will send the original IIR form to DNR Investigative Services. Send a copy to the DNR Risk Manager (M/S 4-7041), keep a copy, and give a copy to the employee.



THEFT AND VANDALISM

If property has been stolen or vandalized at the workplace within the last hour, notify:

■ Your immediate supervisor, who will take responsibility for any immediate follow-up action including, but not limited to:

- Asking for assistance from the Washington State Patrol in the NRB or local law enforcement in the regions,
- Screening people leaving the building,
- Warning other employees in the building,
- Conducting a search of the building.

If property was stolen or vandalized more than one hour ago:

■ Report the situation to your supervisor, who will:

- Conduct an investigation.
- Contact the appropriate authorities.

For all thefts, the employee must:

■ Complete an Initial Incident Report form (IIR). Request the form and IIR number from your safety representative.

■ Give the completed IIR form to your immediate supervisor. The supervisor will review, comment and distribute the IIR form as follows:

- Original to DNR Investigative Services (M/S 47014),
- Copy to the employee.

■ If a formal report is given to the Washington State Patrol, a copy of the IIR should be attached to the report.

If your personal property was stolen or vandalized, you should also contact your personal insurance representative for coverage under homeowners' or automobile insurance.

COLLISION, THEFT, VANDALISM



Fire

IF A FIRE BREAKS OUT

SOUND THE ALARM AND ESCAPE QUICKLY

Sound the fire alarm and call the fire department, no matter how small the fire seems to be. Large fires start as small ones.

LEAVE the fire area quickly; close the door to the room where you saw the fire. CLOSE all other doors that you pass through on your escape route.

Proceed directly to the nearest fire exit.

DO NOT USE AN ELEVATOR.

If there is smoke in the corridor or stairwell of one exit, use another escape route

If there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor as you move toward an exit.

BEFORE you open a closed door, FEEL it with the back of your hand. If it is hot, leave it closed and use an alternate escape route. If it feels normal, brace your body against the door and open it a crack — be prepared to slam it shut if heat or smoke starts to rush in.

As you are evacuating, follow directions from fire and security personnel. Once outside, move well away from the building so that you will not be in the way of firefighters.

PREPARING

Know the two exits closest to your work area. Count the number of doors between your office and each of those exits — in case you must escape through a darkened, smoke-filled corridor where you can't read the names on the doors.

Learn where the nearest fire alarm is located and know how to activate it.

Put the fire department emergency number on your telephone; it may not be the same as at home.

Learn the sound of your building's fire alarm.

Evacuation plans for your building are posted.....Learn the evacuation plans and participate in the fire drills.

If you have any disability that could delay you in an evacuation or could prevent you from using the stairs to escape, let someone in authority know.

Remember, never use an elevator during a fire emergency. Most modern elevators are heat-activated, so they might go to the fire floor and stop there with the doors open, exposing passengers to deadly heat and flames.

Be sure that stairwell doors are never locked.

If there is a portable fire extinguisher in or near your work area, take time now to read the operating instructions, or get training in how to use it.

OFFICE BUILDING FIRES DO HAPPEN.

Every year, about 7000 fires break out in office buildings, causing deaths, injuries and millions of dollars in fire damage. Most of this could be eliminated if everyone practiced good fire prevention on the job and planned ahead for a fire emergency.

PREVENTION

Be alert around electrical equipment. If electrical equipment is not working properly or if it gives off an unusual odor (often the first sign of a problem that could cause a fire), disconnect the equipment and call the appropriate maintenance department.

Promptly replace any electrical cord that is cracked or has a broken connection.

When using extension cords, protect them from damage; do not put them across doorways or any place where they will be stepped on or chafed. Check the amperage load specified by the manufacturer or the "listing laboratory" and do not exceed it! Do not plug one extension cord into another, and do not plug more than one extension cord into an outlet.

Keep all heat-producing appliances away from the wall and away from anything that might burn.

Leave plenty of space for air to circulate around copy machines, word processors, and other equipment that normally gives off heat.

Make sure all appliances in your work area, such as coffee makers and hot plates, are turned off at the end of each work day.

Do your part to keep storage areas, stairway landings and other out-of-the-way locations free of waste paper, empty cartons, rags and other material that could fuel a fire.

First Aid

- When in doubt if an accident or illness is life-threatening, call your emergency medical number.
- All offices have first aid kits; know where it is.
- All units have staff trained in CPR; know who they are.
- Complete an Employee Emergency Information card, and give it to your supervisor.
<http://www.wadnr.gov/es/safetywellness/medinfocard.doc>

NOSE BLEEDS

Keep the person in a sitting position, leaning head forward. Pinch the nostrils tightly closed for five minutes. If bleeding continues, apply pressure for another ten minutes. If the bleeding still continues, take the person to the hospital Emergency Department. *Do not let the patient blow his or her nose.*

EYE INJURIES

Chemical: Flush eye immediately with cold water. Keep eyes open and continue flushing for at least five minutes. Do not let the person rub their eyes. If chemical particles remain on the eye, continue flushing and seek medical help immediately.

Objects in the Eye: Gently use the tip of a moistened cotton swab to lift the object off the eye.

Rinse the eye with cold water several minutes. If the object is not easily removed or if irritation continues, seek medical attention.

POISONING

Call the Poison Control Center (1-800-222-1222) immediately. Many situations involving poisoning can be handled over the phone. Give the victim a large glass of water or milk to dilute the poison. Keep the poisoning agent's container for reference when talking to the hospital or the Poison Control Center. Do NOT induce vomiting unless directed to do so by a professional.

SPRAINS

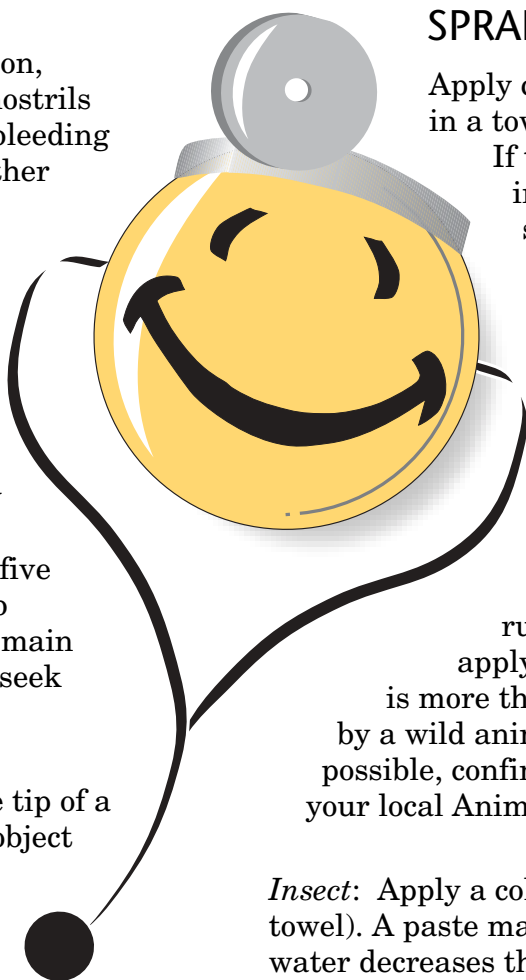
Apply cold compresses (ice wrapped in a towel) until the swelling stops.

If there is deformity of the injured area, or if the pain is severe, there may be a fracture. Consult your physician or bring the person to the hospital Emergency Department.

BITES AND STINGS

Animal: Scrub wound with soap and water and rinse thoroughly with running water. Dry wound and apply sterile dressing. If the bite is more than superficial or is inflicted by a wild animal, consult a physician. If possible, confine the animal and contact your local Animal Control Center.

Insect: Apply a cold compress (ice wrapped in a towel). A paste made from meat tenderizer and water decreases the stinging sensation. Scrape (don't pull) the stinger out. If the person develops respiratory distress, call for medical assistance immediately.





First Aid Continued

BURNS AND SCALDS

Minor burns without blisters may be immersed in cold water and treated with over-the-counter burn medications and lotions. Blistering burns covering a large area, or burns resulting in a white, painless area, should be seen by a physician (including severe sunburn). *Do not break blisters or use any ointments or medications.*

Chemical burns should be immediately washed with water. If they involve more than a small area, call a physician or the hospital Emergency Department.

CUTS AND SCRAPES

For scrapes, gently clean with warm water. Do not apply a dressing unless the area will be irritated by clothing. Antibiotic ointment may be applied.

For small cuts, wash with soap and water and apply a sterile dressing.

For large cuts, apply continuous pressure for five minutes to stop the bleeding. If the bleeding continues, seek medical help. *Do not use iodine or antiseptics without a physician's order.*

Large cuts and puncture wounds may require a tetanus shot. Contact your physician.

WHEN TO SUMMON HELP

If any injury results in convulsions, unconsciousness, breathing difficulty, or shock, you should summon medical help immediately. Signs of shock are: pale, clammy skin; weak and rapid pulses; general weakness; and nausea or vomiting. If you have any doubts about the seriousness of an injury, seek immediate medical attention.

AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDS)

Automatic External Defibrillators (AEDs) can save a person's life. When most people have a heart attack, their heart stops beating properly and quivers. The AED can shock the heart so that it begins beating normally again.

NRB Locations

There are **2 AEDs in the NRB**: One is located on the **1st floor** off the Rotunda at the **WDFW Enforcement office** by the revolving doors.

The second is located on the **6th floor** between the stairwells at the **WDFW Reception desk**.

General Administration is posting AED signs at these locations.

Phone Numbers

In a medical emergency, call these numbers to get an AED:

1st floor WDFW Enforcement: 902-2936

6th floor WDFW Reception: 902-2700

Tell whomever answers that you have an emergency and **ask them to bring the AED to your location immediately.**

Bomb Threat

WHEN A BOMB THREAT BY TELEPHONE OCCURS

1 Be calm and listen carefully.

2 Write down everything that is said. Get the exact wording of the threat.

3 Ask these questions:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

4 Check any identifying details about the person's voice.

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Male | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Female | <input type="checkbox"/> Laughing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Calm |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Young | <input type="checkbox"/> Lisped |
| <input type="checkbox"/> Middle-aged | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Old | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Cleared throat |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Breathed heavily |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Low | <input type="checkbox"/> High |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Normal |
| | <input type="checkbox"/> Familiar |

If the voice is familiar, who does it sound like?

Other: _____

5 Identify any background sounds.

- | | |
|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Motors | <input type="checkbox"/> Office machines |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Local call | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Music | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Phone booth |

☐ Static

☐ Factory machinery

☐ Other:

6 Note the language they used.

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Well spoken (educated) | |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Slang |
| <input type="checkbox"/> Improper grammar | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Recorded tape | <input type="checkbox"/> Foul |
| <input type="checkbox"/> Threat read | <input type="checkbox"/> Other: |

7 Immediately notify your supervisor and the Police Department.

8 If you get the call:

a. Attempt to get answers to the questions on the Bomb Threat Form.

b. Call 9-1-1. Tell them you want to report a bomb threat and location of the bomb threat. Give them the street address of the location.

c. Stay on the phone and report the bomb threat to the Washington State Patrol. The 9-1-1 operator will transfer you.

d. Follow the Washington State Patrol's advice.

LETTER AND PARCEL BOMB RECOGNITION POINTS

- Foreign Mail, Air Mail and Special Delivery
- Restrictive Markings such as Confidential, Personal, etc.
- Excessive Postage
- Hand Written or Poorly Typed Addresses
- Incorrect Titles
- Titles but No Names
- Misspellings of Common Words
- Oily Stains or Discolorations
- No Return Address
- Excessive Weight
- Rigid Envelope
- Lopsided or Uneven Envelope
- Protruding Wires or Tinfoil
- Excessive Security Materials such as Masking Tape, String, etc.
- Visual Distractions

If you receive a letter or parcel with one or more of the above-listed bomb recognition points, immediately contact your supervisor or the Police Department.

BOMB THREAT



Floods

WHAT TO DO DURING OR AFTER HEAVY RAINS

1 In heavy rains, be aware of flash floods. If you see any possibility of a flash flood occurring, move immediately to a safer location.

2 Listen to radio for information and instructions from your local government and emergency managers.

3 If you must travel during heavy rains or floods:

- Watch for and avoid mud slides, broken sewers or water mains, loose or downed electrical wires and falling or fallen objects.

- Do not drive into flooded areas. If flood waters rise around your car, abandon it and move to higher ground.

- Under no circumstances should you try to swim or dive into the water. The currents are deadly!

WHAT TO DO BEFORE A FLOOD

1 Know the terms that warn of potential flooding conditions.

Flood forecasts mean rainfall is heavy enough to cause rivers to overflow their banks or melting snow is mixing with rainfall to produce similar effects.

Flood warnings or forecasts of impending floods describe the affected river, lake or tidewater, the severity of flooding (minor, moderate or major) and when or where the flooding will begin.

Flash flood watches mean heavy rains are occurring or expected to occur that may cause sudden flash flooding in specified areas. Be alert to the possible emergency which will require immediate action.

Flash flood warnings are announced when flash flooding is occurring or imminent along certain streams and designated areas. Immediate action to reach a place of safety must be taken by those threatened.

2 Learn the flood evacuation routes and where to find shelter.

WHAT TO DO AFTER A FLOOD

1 Listen to radio for advice and instructions on where to obtain medical care or other assistance.

2 Use battery-powered lanterns or flash lights.

3 Flooding may have swollen doors tight. Try to use a window or other opening, if necessary.

4 Check with local civil defense or emergency management authorities before using any water. Water sources may have become contaminated by the flood.

5 Do not handle live electrical equipment in wet areas.



Winter Storms

WHAT TO DO BEFORE A WINTER STORM

- 1** Know the terms used to forecast winter weather conditions:
 - A traveler's advisory is issued when conditions are expected to hinder travel but are not too serious to require warnings.
 - A winter storm warning means that heavy snow, sleet or freezing rain is expected.
- 2** Be prepared before a storm occurs:
 - Have a battery-powered radio and flashlights on hand and in good working order. Also, have candles and matches available in case of a power outage.
 - Keep your car winterized with antifreeze. Carry a winter car kit that includes a wind-shield scraper, flashlight, tire chains and emergency flare. Also, blanket, extra mittens, hats, and outer wear are advisable.

WHAT TO DO DURING A WINTER STORM

- 1** Listen to the radio for updates on the weather conditions and instructions from local emergency managers.
- 2** Use heat sparingly. Conserve heat by keeping the building cooler than usual or by temporarily shutting off heat to some areas.

If using a fuel heating device, such as a kerosene heater, use only the proper fuel, follow the operating instructions and maintain adequate ventilation to avoid build up of potentially toxic fumes.

- 3** If you must go out and travel during a winter storm:
 - Dress warmly, wear a hat to avoid the loss of body heat, mittens or gloves, and a scarf over your mouth to protect your lungs from directly inhaling the extremely cold air.
 - Do not overexert yourself. Overexertion can cause a heart attack which is a major cause of death during and after winter storms.
 - Take public transportation whenever possible. If you must take a car, ***take winter driving seriously***. Drive with extreme caution and never try to save time by driving fast or using back-road shortcuts.

- 4** Lightning is a serious hazard during winter storms and special precautions should be taken when lightning threatens.
 - Stay inside the building and away from windows.
 - Avoid using the telephone, except for emergencies.
 - Turn off electrically-powered equipment until it is safe to resume use.



Earthquake

EARTHQUAKE: DROP, COVER AND HOLD TIPS

When you feel an earthquake, **DROP** under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other objects that could fall. Watch out for falling plaster or ceiling tiles. Stay under **COVER** until the shaking stops. **HOLD** onto the desk or table. If it moves, move with it. Here are some additional tips for specific locations:

■ If you're in a **HIGH-RISE BUILDING** and not near a desk or table, move against an interior wall and protect your head with your arms. Do not use the elevators. Do not be surprised if the alarm or sprinkler systems come on.

■ If you're in the **KITCHEN**, move away from the refrigerator, stove and overhead cupboards. (Take time **NOW** to anchor appliances and install security latches on cupboard doors to reduce hazards.)

■ If you **SMELL GAS OR HEAR A HISSING SOUND**, open a window and leave the building. Shut off main gas valve outside.

■ If you're **OUTDOORS**, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.

■ If you're in a **WHEELCHAIR**, stay in it. Move to cover, if possible, lock your wheels, and protect your head with your arms.

■ If you're on the **SIDEWALK NEAR BUILDINGS**, duck into a doorway to protect yourself from falling bricks, glass, plaster, and other debris.

■ If you're in a **CROWDED STORE OR OTHER PUBLIC PLACE**, do not rush for exits. Move away from display shelves with objects that could fall.

■ If you're **DRIVING**, pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over.

■ If you're in a **STADIUM** or **THEATER**, stay in your seat and protect your head with your arms. Do not try to leave until the shaking is over. Then leave in a calm, orderly manner.

■ Use phones only for emergency use after the event. Later, try to reach your out-of-area contact. Keep it brief to avoid tying up the lines. Monitor your radio.

AFTER AN EARTHQUAKE, BE PREPARED FOR AFTERSHOCKS, AND PLAN WHERE YOU WILL TAKE COVER WHEN THEY OCCUR.

■ When the shaking stops, check yourself for injuries. Treat yourself if possible.

■ Assist others around you.

■ Take your emergency supplies and evacuate the building using the safest, most direct route.

■ Go to the Staging Area. Stay away from buildings, electrical lines and holes.

■ Report to the Check-In Coordinator.

■ Assist where needed.

■ **DO NOT LEAVE** the area until you receive direction from the Staging Area Coordinator or Local Emergency Management.

TEN SURVIVAL ITEMS TO REMEMBER

- 1 Portable radio with extra batteries.
- 2 Flashlight with extra batteries.
- 3 First Aid Kit - including specific medicines for co-workers in the office.
- 4 First Aid Book.
- 5 Fire extinguisher.
- 6 Adjustable wrench for turning off gas and water.
- 7 Smoke detectors properly installed.
- 8 A portable fire escape ladder for buildings with multiple floors.
- 9 Bottled water — one gallon per person per day.
- 10 Telephone numbers of police, fire and doctor.

Volcanic Ashfall

WHAT TO DO IF VOLCANIC ASH IS FALLING

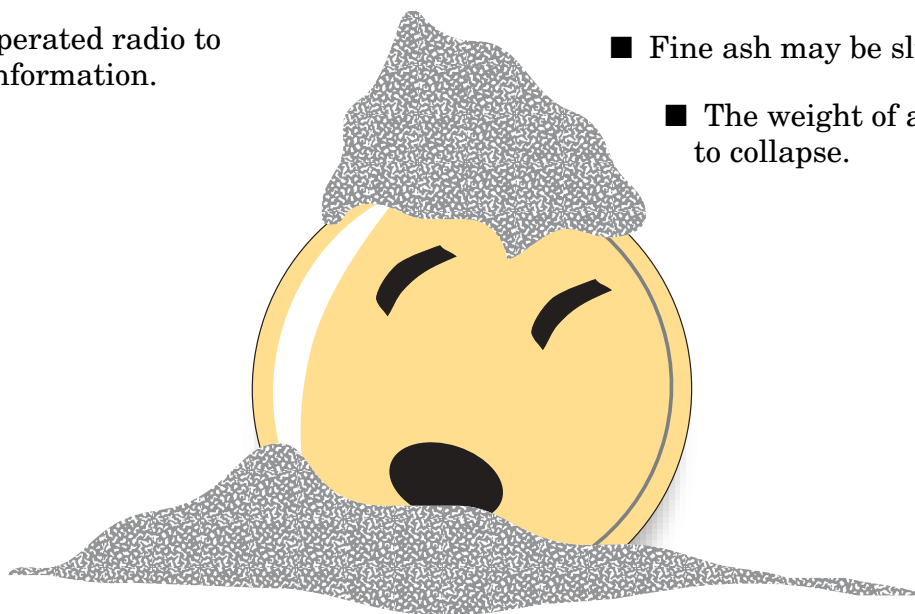
- Don't panic; stay calm.
- Stay indoors. If the electricity is running, the building ventilation system will be shut off.
- If outside: seek shelter (e.g., car, building); use a mask or a handkerchief/cloth (dampened cloth most effective).
- Unless an emergency, do not use the telephone.
- At home, close doors and windows.
- Close dampers.
- Place damp towels at door thresholds and other draft sources.
- Do not run exhaust fans.
- Dust often if possible, using vacuum attachments rather than dust cloths, which may scratch.
- Use battery-operated radio to receive further information.

WHAT IS VOLCANIC ASH?

Volcanic ash is not “ash” at all. It is pulverized rock. A one-inch layer of dry ash weighs ten pounds per square foot as it lands. It often contains small pieces of light, expanded lava called pumice or cinders.

Fresh volcanic ash may be harsh, acidic, gritty, smelly, and thoroughly unpleasant. Although gases are usually too diluted to constitute danger to a normal person, the combination of acidic gas and ash which may be present within a few miles of the eruption could cause lung damage to small infants, the very old and infirm, or those already suffering from severe respiratory illnesses.

- A heavy ***ashfall blots out light***. Sudden heavy demand for electric light may cause power supplies to “brown out” or fail.
- Ash clogs water courses, reservoirs, sewers, sewage plants and machines of all kinds.
- Ash drifts onto roadways, railways and runways like snow, but resembles soft wet sand.
- Fine ash may be slippery.
- The weight of ash may cause roofs to collapse.





WASHINGTON STATE DEPARTMENT OF
Natural Resources

